



VANL Autumn Training Programme

September — December 2018



Volunteer Management Essentials

This session is ideal for new volunteer co-ordinators, managers and board members. It will ensure you have the knowledge and understanding to enable you to recruit and support volunteers effectively and fairly and have the right policies in place.

Tuesday 25th September
10am—1pm
VANL Community Hub Wishaw
FREE

Data Protection Essentials: Still confused about GDPR?

This session provides an overview of the key issues facing third sector organisations for the collection and storage of personal data, and using cloud technologies. It also includes a look at the new legislation and consequent changes that affect the sector.

Wednesday 10th October
10am—12.30pm
VANL Community Hub Wishaw £25 per person

Emergency First Aid

This session is delivered by Stewart First Aid and will ensure participants have the basic knowledge, understanding and skills to deal with all kinds of emergency situations. Certification is awarded for 3yrs.

4th October
9.30am—4.30pm
VANL Community Hub Wishaw
£45 per person

An introduction to PQASSO: Quality Standard for the 3rd Sector

To honour *World Quality Day* we are running this session. Do you want to strengthen your governance, better manage risks, deliver better services for users, improve operating practices and better demonstrate outcomes in your voluntary sector organisation? Then this workshop will introduce you to PQASSO, the quality standard developed for the sector by the sector. Find out how it works, the benefits of implementing it as your quality standard. Participants will also get the chance to self assess against a few of the quality areas.

Thursday 8th November
1pm - 4pm
VANL Community Hub Wishaw
FREE

TRUSTEES WEEK 12th—16th November

As part of Trustees week the organisational development team have put together the following programme of activities for charity trustees within North Lanarkshire. The sessions will culminate in a networking lunch. Please note that booking is essential for all sessions separately including the lunch.

Fundraising Law & Best Practice

Session will cover the regulations and requirements which apply to fundraising in Scotland – looking at contracts, solicitation statements, professional fundraisers, benevolent fundraising and general good practice.

Monday 12th November
10am—1pm
One Wellwynd Airdrie
FREE

Accounting for Charities

If you are a new charity this session is a must. This session is for charity trustees and senior staff. It looks at Receipt's and Payments accounts and is for unincorporated charities or SCIO's with an income of below £250k.

Tuesday 13th November
9.30am—12.20pm
One Wellwynd Airdrie
FREE

Trustee Essentials & Networking Lunch

The workshop part of the session will look at the key aspects of charity law for trustees, including trustee recruitment and annual reporting. We will also introduce the new Scottish code of Good Governance.

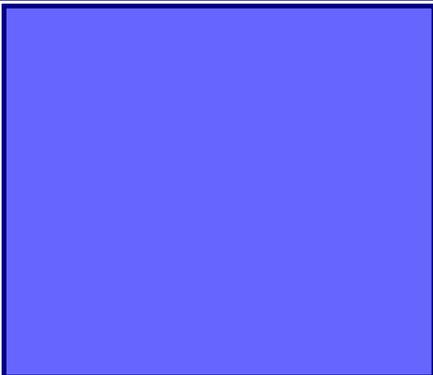
Thursday 15th November
9.30am—1pm (followed by networking lunch 1pm - 2.30pm)
One Wellwynd Airdrie
FREE

****Networking lunch will be held in One Wellwynd Airdrie.****



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Basic Book-keeping
 This workshop is ideal for those new to the role or for any committee member with an interest in the role of treasurer and will look at ensuring sound financial practice, setting up financial systems and using a cashbook.
Wednesday 24th October
9.30am—12.30pm
VANL Community Hub Wishaw
FREE



NEW: WRAP Workshop
 This purpose of this workshop is to raise awareness of PREVENT, the UK's counter terrorism strategy, preventing people from becoming involved in terrorism or supporting terrorism aims. This workshop is open to everyone.
Tuesday 30th October
2pm—4pm
VANL Community Hub Wishaw
FREE



NEW: Getting started with Evaluation
 This introductory and stimulating workshop will help you to examine the difference your organisation makes by explaining what outcomes and indicators are and give you clarity on the building blocks of evaluation.
Thursday 6th December
10am—1pm
One Wellwynd Airdrie
FREE



NEW: Lets Talk about Communication
 In this workshop we will look at communication methods within your organisation and measure your current practices against good practice. This will allow you to consider and action any gaps.
Tuesday 11th December
1pm—4pm
VANL Community Hub Wishaw
FREE



Booking Information

Booking Information
ALL participants must complete and return a course booking form at least two weeks prior to the course to ensure a place is booked. You can request a booking form by contacting our admin team by email to info@vanl.co.uk or **01236 748011**.
 In addition a form can be downloaded from our website: www.voluntaryactionnorthlanarkshire.org.uk

Forms must be returned to the admin team at our central office in Airdrie either by email info@vanl.co.uk or post to: **Training Bookings, VANL, One Wellwynd, 35 Wellwynd, Airdrie ML6 0BN**

Places are limited to two people per organisation unless numbers allow for more.

Course Fees
 Courses are **FREE** to our members unless specified, please ensure that your organisation are members before booking. Non-members will be charged a fee of £30 per person for free courses (please contact us about fees for courses with a fee stated as these may differ). Any fees to be paid in full prior to the course date.

Cancellation
 If you wish to cancel a booking, please contact us at least 48hours prior to the course date on **01236 748011**. A £20 charge applies to all places cancelled outside this time period, or for non-attendance without prior notice.

VANL is a Registered SCIO no. SC041224